

**TELECONFERENCE/VIRTUAL MEETING
OCCUPATIONAL THERAPISTS AFFILIATED CREDENTIALING BOARD
MEETING MINUTES
September 13, 2016**

PRESENT: Brian Holmquist (*in person*), Mary Kassens, Laura O'Brien, Amy Summers,

EXCUSED: Gaye Meyer, Corliss Rice

STAFF: Tom Ryan, Executive Director; Nifty Lynn Dio, Bureau Assistant; and other Department staff

CALL TO ORDER

Brian Holmquist, Chair, called the meeting to order at 9:35 a.m. A quorum of four (4) members was confirmed.

ADOPTION OF AGENDA

MOTION: Laura O'Brien moved, seconded by Amy Summers, to adopt the agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES

MOTION: Laura O'Brien moved, seconded by Amy Summers, to approve the minutes of June 22, 2016 as published. Motion carried unanimously.

**POSSIBLE APPEARANCE AT NOVEMBER BOARD MEETING: NATIONAL BOARD FOR
CERTIFICATION IN OCCUPATIONAL THERAPY (NBCOT) OVERVIEW OF SERVICES
PRESENTATION – SHAUN CONWAY, NBCOT**

MOTION: Laura O'Brien moved, seconded by Mary Kassens, to invite a representative of the NBCOT to a future Occupational Therapists Affiliated Credentialing Board meeting. Motion carried unanimously.

CLOSED SESSION

MOTION: Laura O'Brien moved, seconded by Amy Summers, to convene to Closed Session to deliberate on cases following hearing (§ 19.85(1) (a), Stats.); to consider licensure or certification of individuals (§ 19.85 (1) (b), Stats.); to consider closing disciplinary investigations with administrative warnings (§ 19.85 (1) (b), Stats. and § 440.205, Stats.); to consider individual histories or disciplinary data (§ 19.85 (1) (f), Stats.); and to confer with legal counsel (§ 19.85 (1) (g), Stats.). The Chair read the language of the motion aloud for the record. The vote of each member was ascertained by voice vote. Roll Call Vote: Brian Holmquist – yes; Mary Kassens – yes; Laura O'Brien – yes; Amy Summers – yes. Motion carried unanimously.

The Board convened into Closed Session at 9:53 a.m.

RECONVENE TO OPEN SESSION

MOTION: Laura O'Brien moved, seconded by Amy Summers, to reconvene in Open Session at 9:56 a.m. Motion carried unanimously.

**VOTE ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION,
IF VOTING IS APPROPRIATE**

MOTION: Laura O'Brien moved, seconded by Amy Summers, to affirm all Motions made and Votes taken in Closed Session. Motion carried unanimously.

**DELIBERATION ON DIVISION OF LEGAL SERVICES AND COMPLIANCE (DLSC)
MATTERS**

Case Closing

16 OTB 004

MOTION: Laura O'Brien moved, seconded by Mary Kassens, to close DLSC Case No. 16 OTB 004 against D.M.F. for No Violation. Motion carried unanimously.

RATIFICATION OF LICENSES AND CERTIFICATES

MOTION: Laura O'Brien moved, seconded by Amy Summers, to delegate ratification of examination results to DSPS staff and to ratify all licenses and certificates as issued. Motion carried unanimously.

ADJOURNMENT

MOTION: Laura O'Brien moved, seconded by Amy Summers, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 9:58 a.m.